Harford County Government

ePermit Center Site Account Access and Inspection Request Management

ePERMIT CENTER

HARFORD COUNTY'S ONLINE PERMIT CENTER

HARFORD COUNTY

BARRY GLASSMAN
COUNTY EXECUTIVE

ePERMIT CENTER

ePERMITCENTER.harfordcountymd.gov

Offering real-time information on permits, plans & inspections from the convenience of your home, office or mobile device:

- Search for permits using the permit number or property address
- Track the life span of permits from issuance to completion
- Check daily inspection schedules and status updates
- Search the status of plans submitted to the Dept. of Planning & Zoning for proposed development projects

More online services coming soon:

- Apply for and renew dog licenses
- Schedule inspections
- Apply for and manage trade permits
- Apply for and renew trade licenses and registrations

Harford County Permit Center
220 S. Main Street I Bel Air, MD 21014
Monday - Friday, 7:30 a.m. - 4:30 p.m.
410-638-3122

Barry Glassman, County Executive

Presentation Objective

- After completing the presentation users will be able to;
  - Understand the features available to them on the individual account management page.
  - Create and manage inspection requests within the *e*Permit Center Site.

ePermit Center Account Features

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ePermit Center Account Features

- View Professional Licenses, Permits and Open Invoices assigned to their Contact in the *e*Permit back office system.
- Request and Cancel Inspections from within a permit record.
- See specific inspection details such as the scheduled date, inspection status and assigned inspector.

*e*Permit *Center Account Features*

- Request Inspections
- Cancel Requested Inspections
  - To Cancel a Scheduled Inspection, please contact an Agency member via phone. Online cancelation of a scheduled inspection is not permitted
- See inspection details
- See associated Professional Licenses that are issued to the contact
- See open invoices linked to that contact.
- List permits that the contact is linked to.

*e*Permit *Center Account Features*

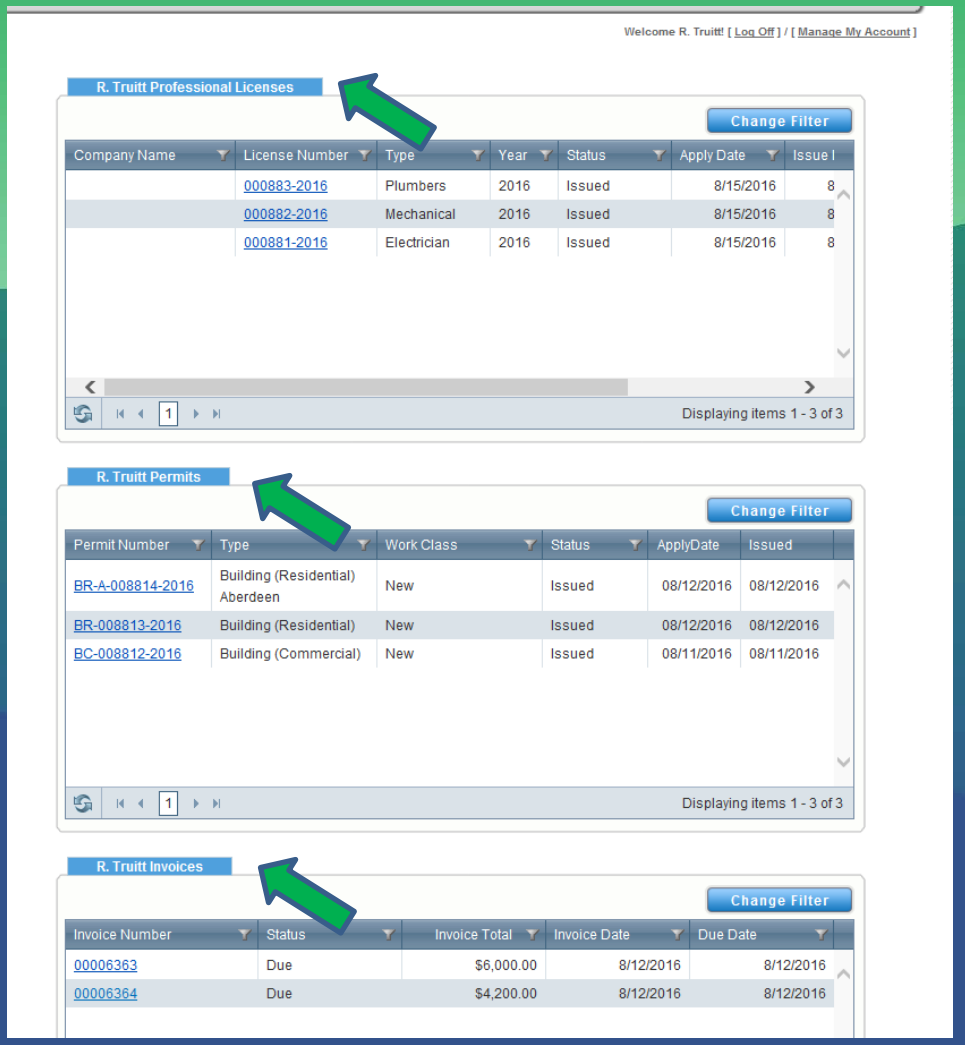
- Manage permit applications within the Town of Bel Air, City of Aberdeen and City of Havre de Grace.
- On Line management can only occur for records containing your *e*Permit Center Account contact ID.

*e*Permit *Center Account Notes:*

- Harford County Government is a third party inspection provider for building permits applied for with the Town of Bel Air, City of Aberdeen and City of Havre de Grace.
- Town of Bel Air, City of Aberdeen and City of Havre de Grace permits remit permit fees directly to Harford County Government
- Unpaid fees may show on municipality building permits where a municipality has collected the permit fees and not remitted payment to Harford County.

Features

- *e*Permit Center Home Page shows;
  - Professional Licenses
  - Permits
  - Invoices



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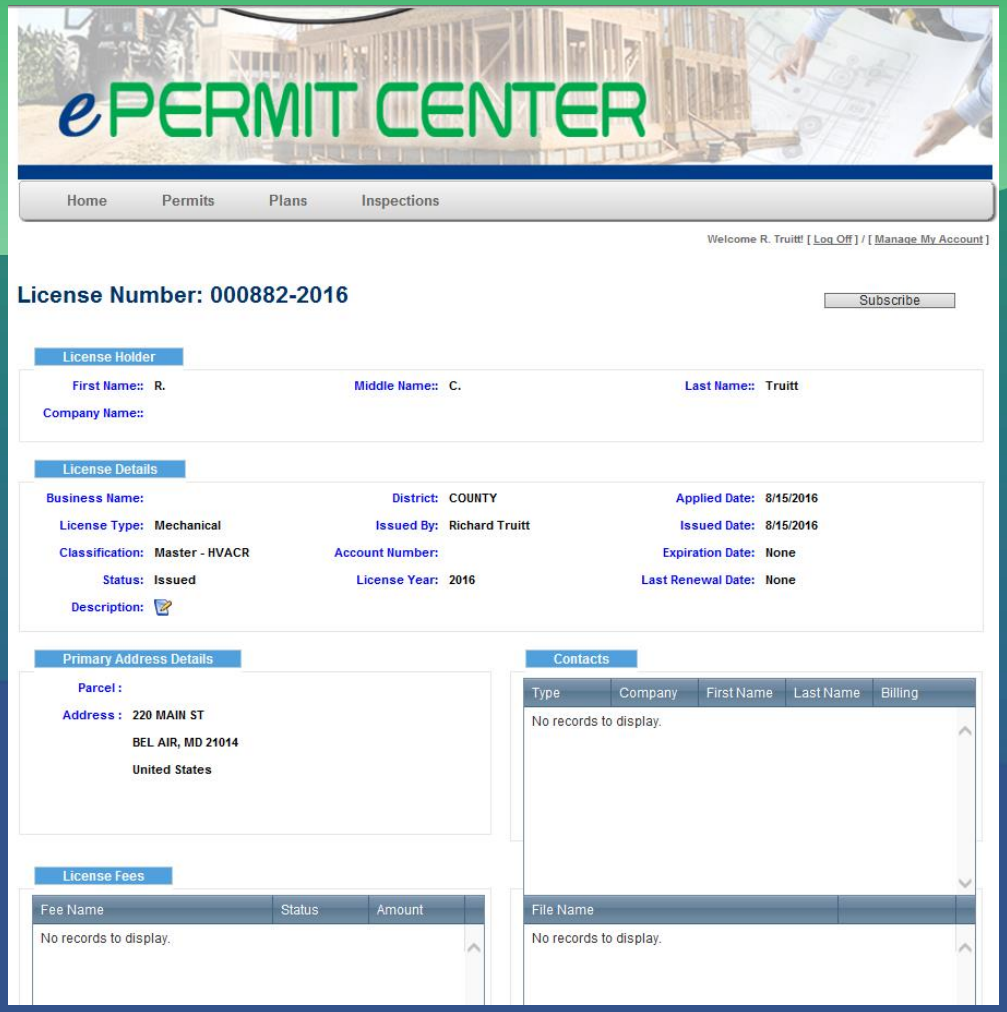
Features

- Professional Licenses;
  - Provides a snap shot of the current license details with expiration date.
  - Future will be able to renew licenses through the *e*Permit Center Account



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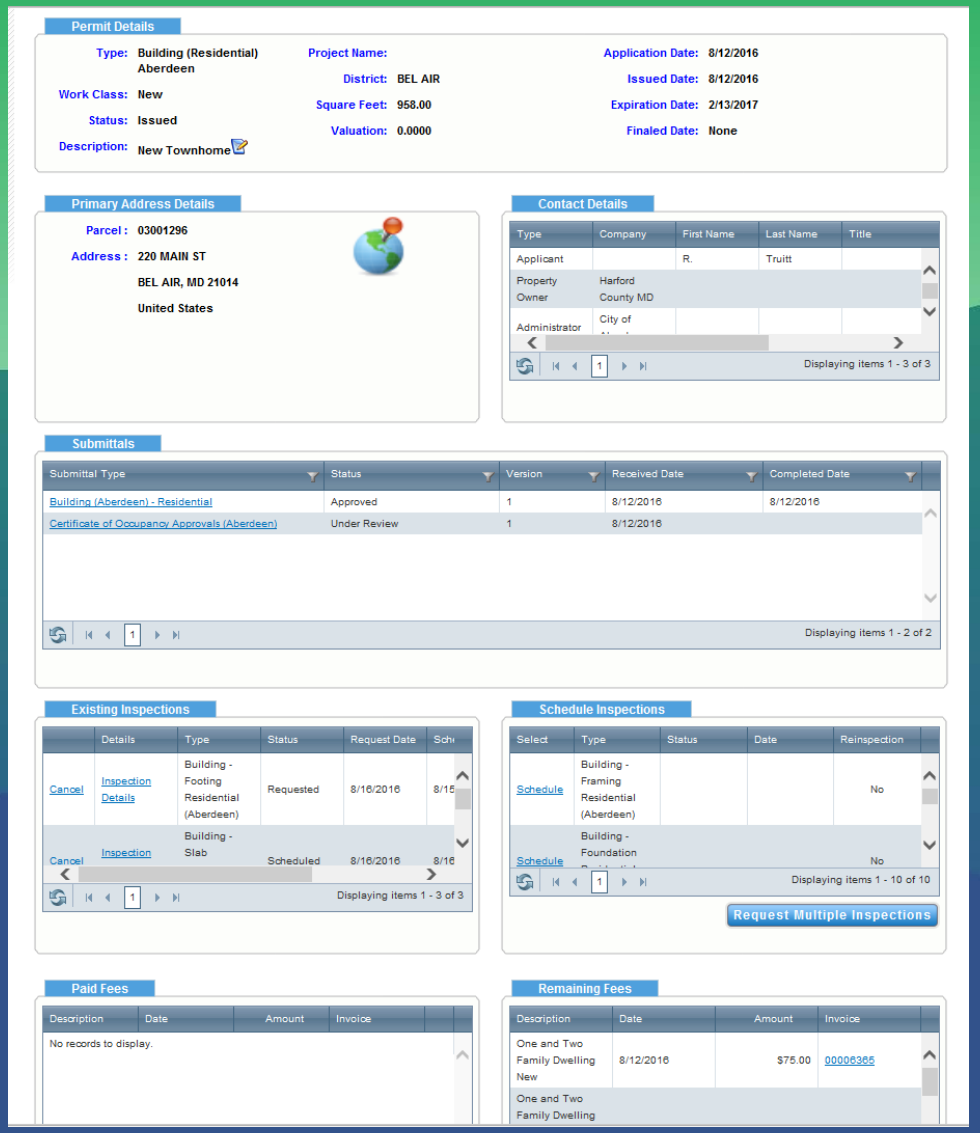
Features

- Permits
  - Provides a snap shot of the permit details
  - All Contacts listed on permit
  - Permit Issuance and Certificate of Occupancy Submittals. (Explained in more detail later in presentation)
  - Existing Inspections
  - Available Inspections to schedule



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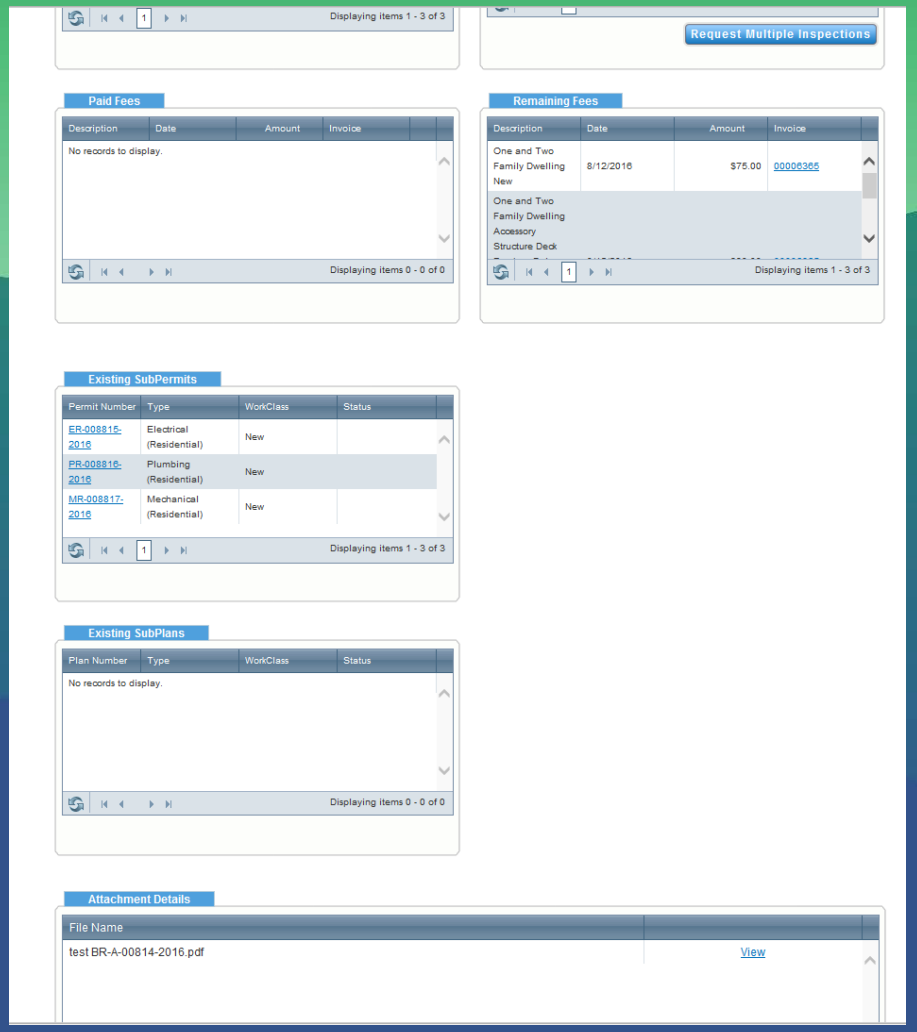
Features

- Permits, Con't.
  - Paid fees
  - Remaining Fees
  - Existing Sub-Permits
  - Attachment Details
    - View Permits
    - Plan Review Comments
    - Certificate of Occupancy
    - View and Print PDF Attachments



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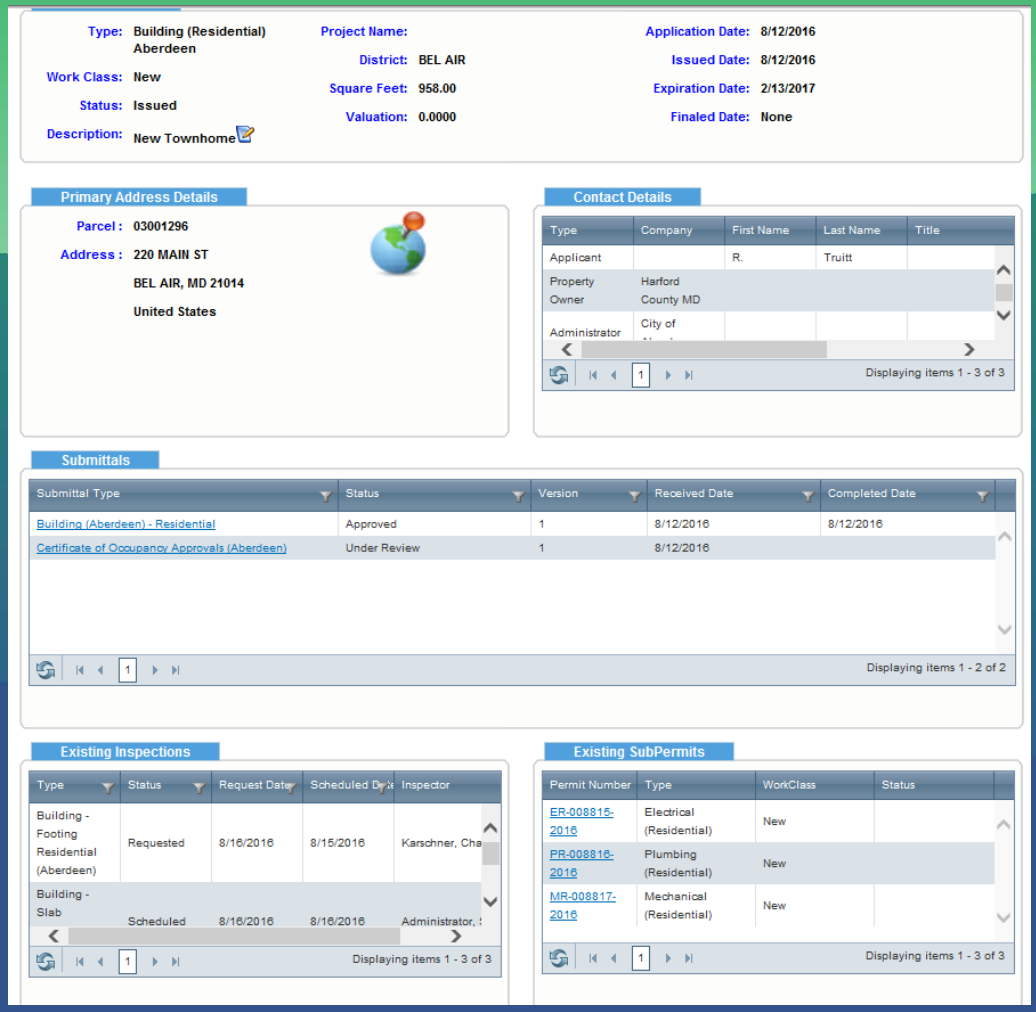
Features

- Status for Permit Approvals and Certificate of Occupancy Approvals.
- Permit Submittal agency approvals and Certificate of Occupancy submittal agency approvals can be obtained by selecting the appropriate hyperlink.



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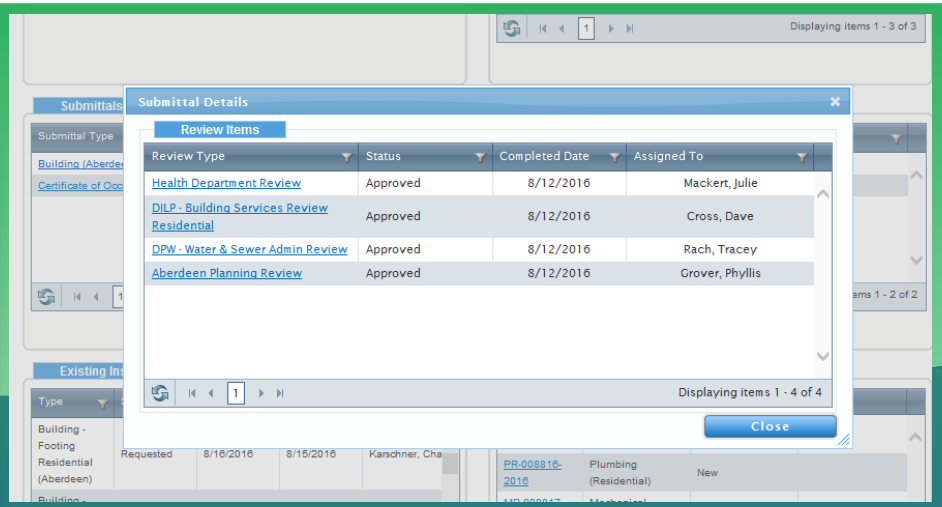
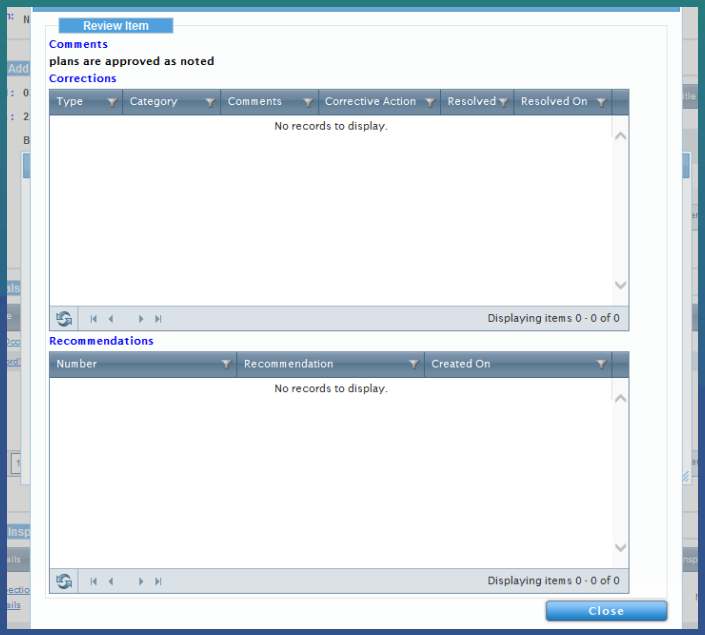
Features

- Selecting the submittal hyperlink will open the Submittal Details window and show individual agency status
- Opening agency hyperlinks will open the “Review Item” window
- Agency comments are in the in the “Comment” section.





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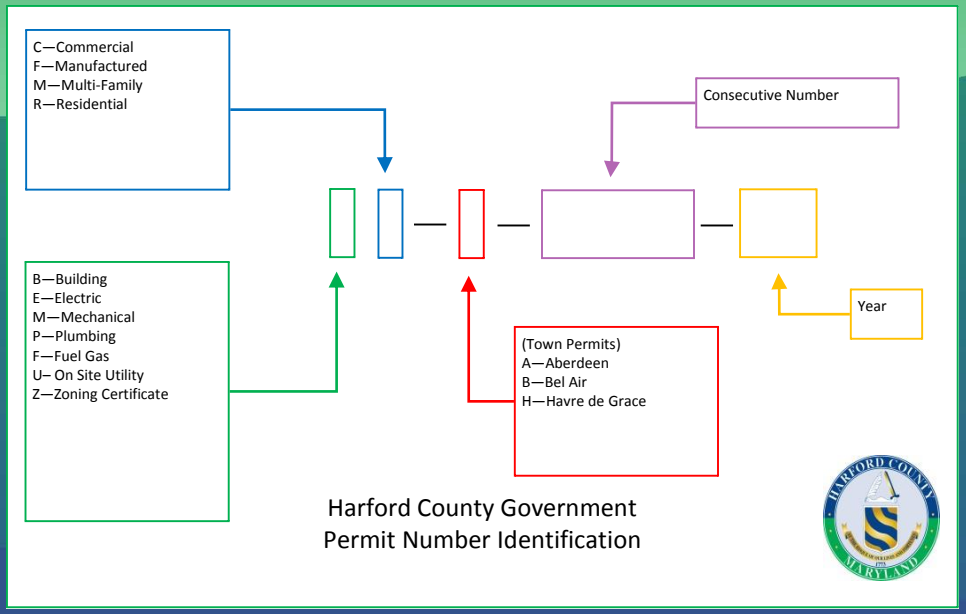
Features

- Permit Number Identification
  - BR-A-000203-2016
  - BC-H-001203-2015
  - ER-000879-2015
  - 2015177B0160 – Legacy Permit Number



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Status Explanations

Permits:

"Under Review"	-	The permit is being reviewed and has not been issued
"Issued"	-	The permit is an issued and active permit.
"Completed"	-	Building Permits Only – Inspections have been completed and the permit is awaiting issuance of a Certificate of Occupancy.
"Notice of Completion Issued"	-	Trade Permits Only – Permit is completed no further action is needed.
"CO Issued"	-	Certificate of Occupancy issued No further action needed.
"Temporary CO Issued"	-	Temporary Certificate of Occupancy is issued. Conditions need to be completed to receive a Certificate of Occupancy
"Expired"	-	Permit has expired due to a lack of activity as established per County Code.

Permit Agency Approvals **(Shows as Building *(Jurisdiction) – (Permit Type) (Work Class)***

"Approved"	-	Agency has approved.
"Pending"	-	Agency has reviewed and is awaiting additional information (See Comments in agency review).
"Under Review"	-	Agency has not reviewed.

Certificate of Occupancy Approvals

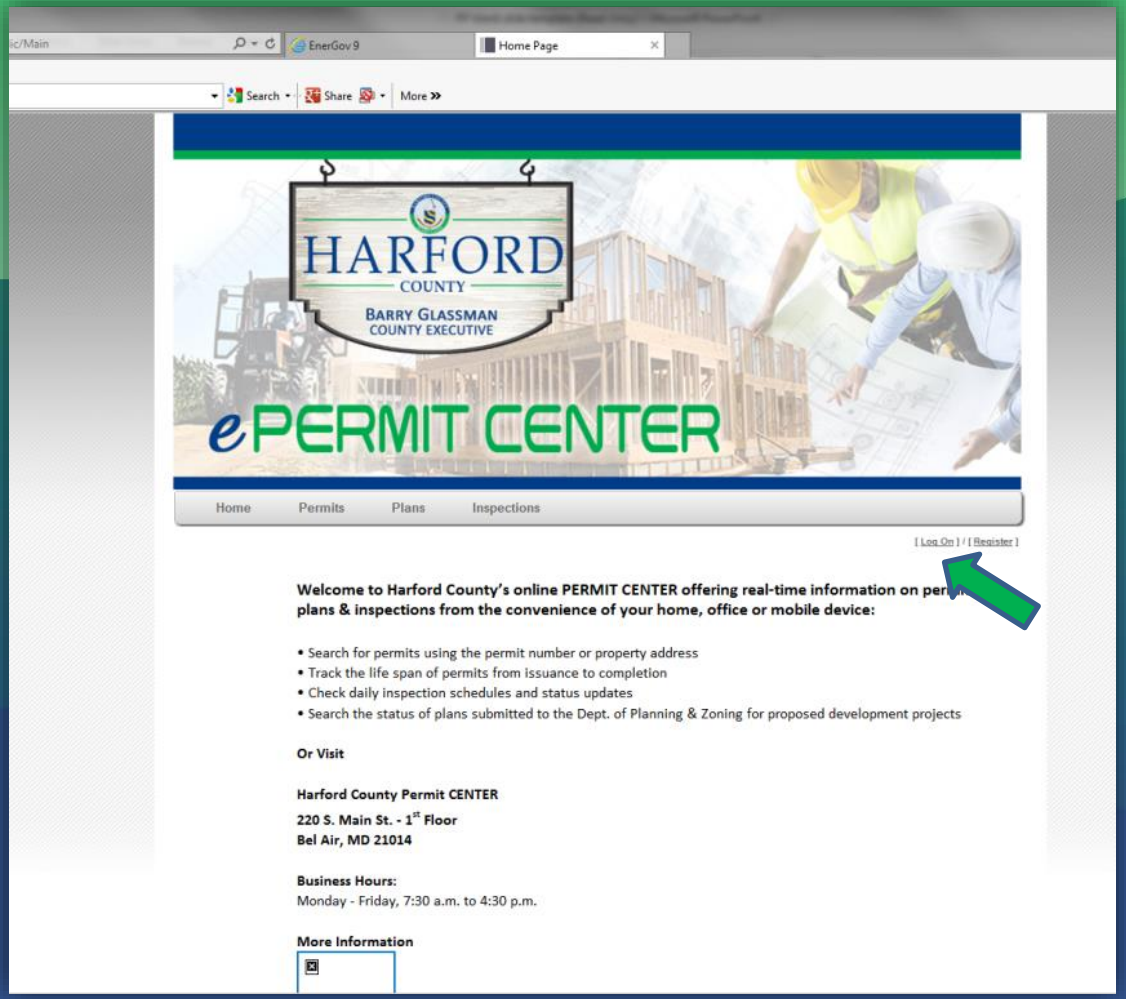
"Approved"	-	Agency has approved.
"Final Approval"	-	Agency has approved.
"Temporary CO Approval"	-	DILP Division has issued a temporary approval
"Under Review"	-	Agency has not reviewed.

ePermit Center
Inspection Request Management

ePERMIT CENTER

Instructions

- From the *e*Permit Center Home page Log On to your Account.
- Once you have successfully accessed your account you will land on your specific account Home Page.



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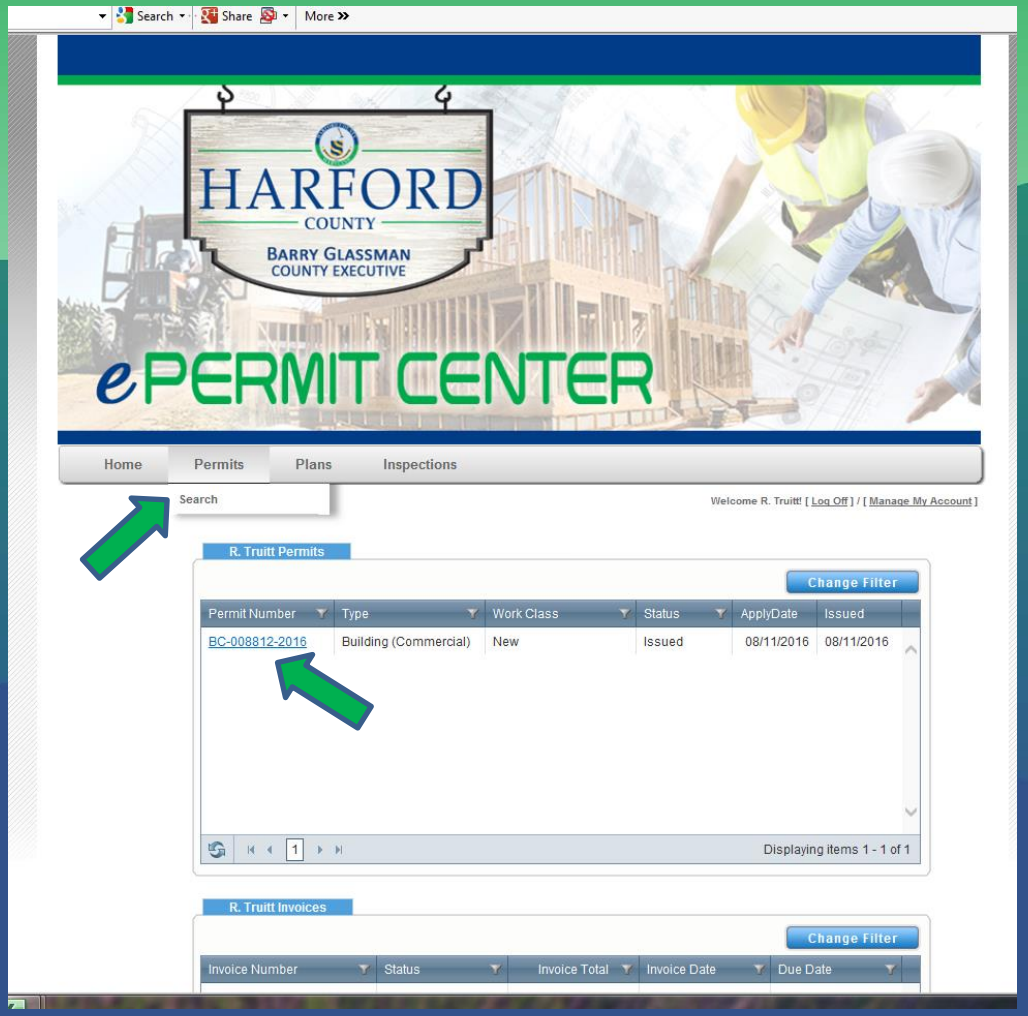
Instructions

- From the Home page navigate by searching or selecting the permit that you wish to schedule an inspection for.



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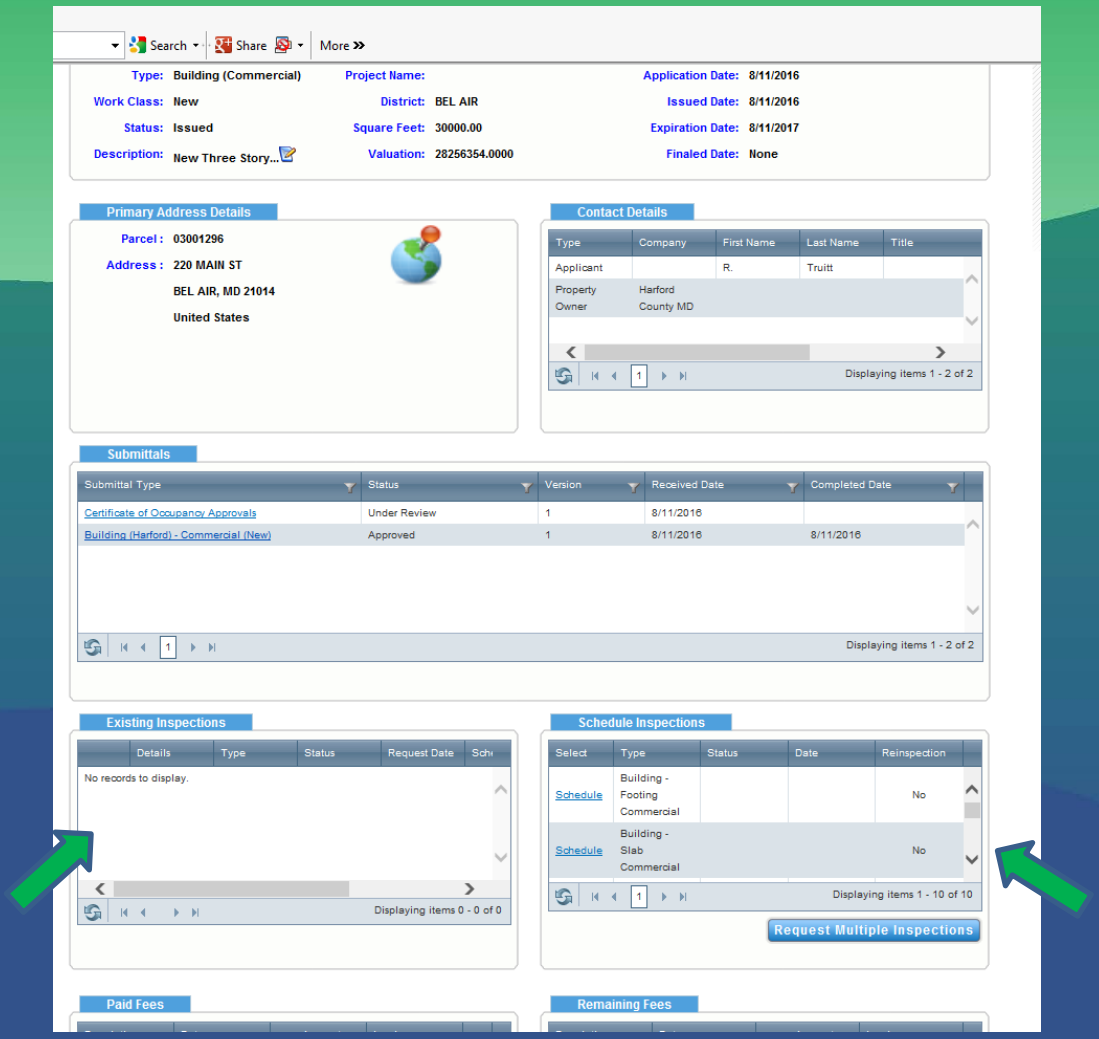
Instructions

- From the Permit record page scroll down until you see the “Existing Inspections” and “Schedule Inspections” boxes.
- Navigate within the “Schedule Inspections” box until you find the inspection type you need to request.



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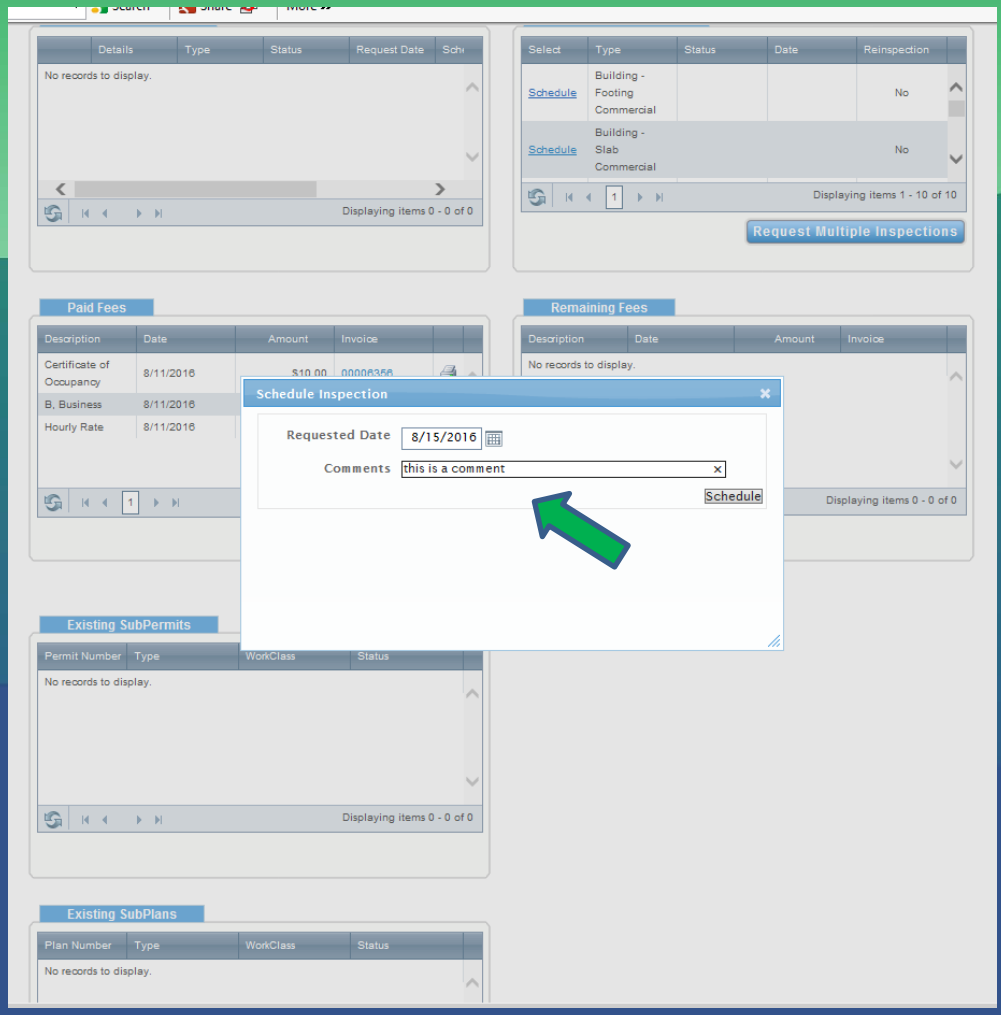
Instructions

- Select the desired inspection type and the “Schedule Inspection” window will appear.
- Either enter or select from the calendar the desired date of inspection.
- Comments may also be entered.
- Specific time requests will not be honored.



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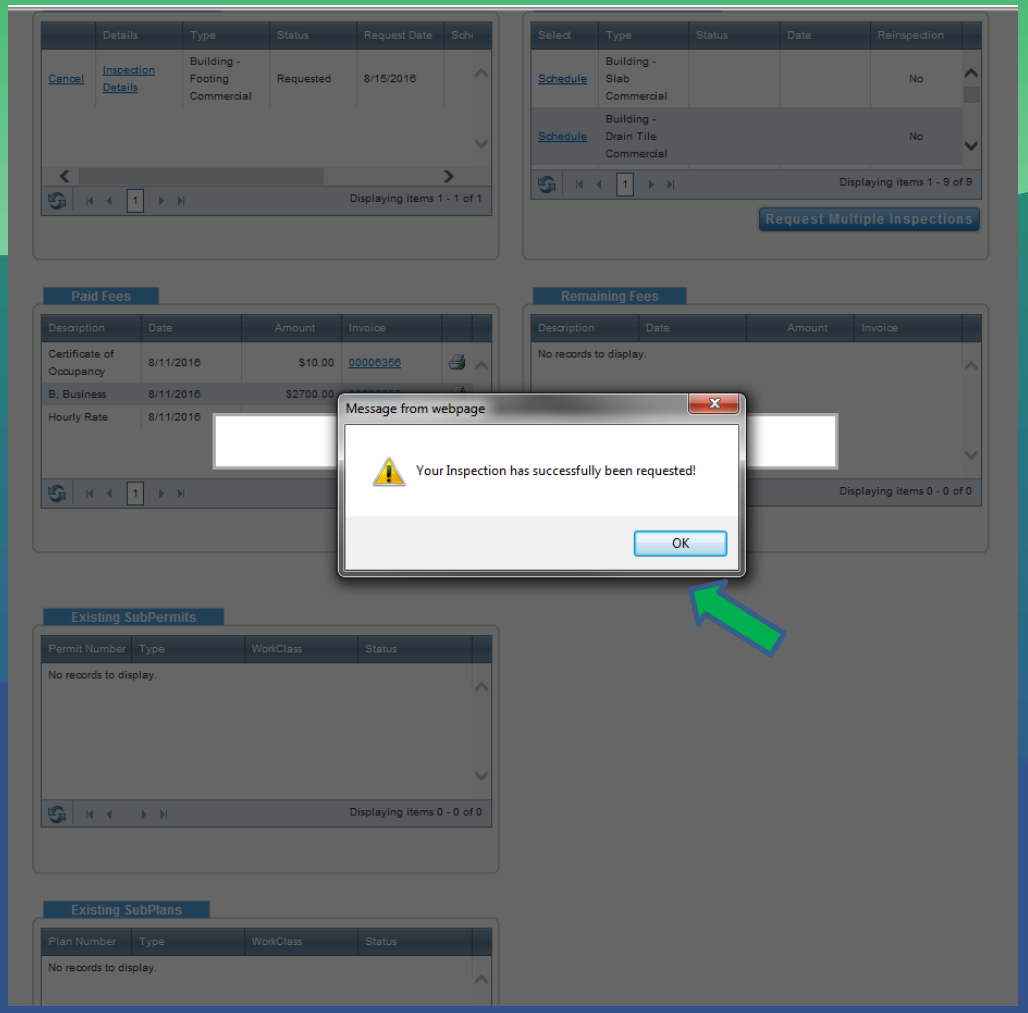
Instructions

- After selecting the “Schedule” icon you will receive an on screen notification that the inspection has been successfully requested.
- A follow up email will provide confirmation of the actual schedule date once staff has confirmed the inspection.



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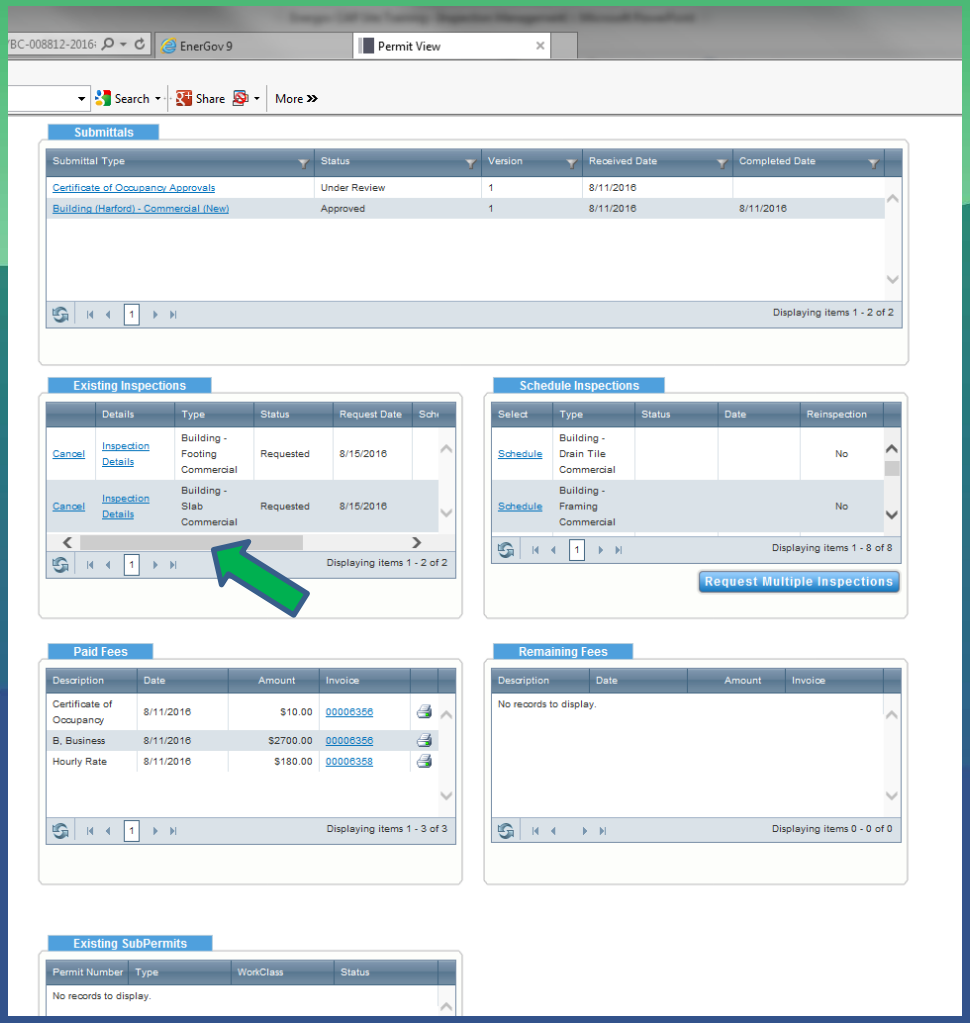
Instructions

- The “Existing Inspection box will be populated with the requests.
- ***Users can also verify scheduling once a scheduled date and inspector has been assigned.***



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Instructions

- The *e*Permit Center user will also be updated once the inspection has been scheduled with a confirmation Email.
- All contacts containing an email that are associated with the permit will receive the email.
- Changes to the scheduling date will also generate additional emails to be sent to all parties.

From: **EPermitCenter** <epermitcenter@harfordcountymd.gov>
Date: Thu, Oct 27, 2016 at 8:57 AM
Subject: Inspection B-024569-2016 Scheduled

The Building - Footing Commercial inspection (B-024569-2016) at 123 MAIN Street has been scheduled for 10/28/2016

When requested it is common practice for Harford County Government to provide a window of time when the inspector will arrive on a job site. Specific inspections times can only be obtained by contacting the assigned inspector between 7:00 am and 7:30 am the morning of the inspection. While we attempt to honor and accommodate individual schedules, there are times that those requests cannot be accommodated due to inspector availability. Specific time requests entered in the comment section that are not confirmed with the inspector may not be possible.
Please do not reply to this email. Contact with a County Agency can be made at the following numbers. This email address is not monitored by Harford County Government for responses.

Permit Center Contacts	
Permit Center	410-638-3122
Building Inspections	410-638-3366
Driveway Access & Utility Permits	410-612-1704
Electric	410-638-3363
Grading & Stormwater Plans	410-638-3507
Health Department	410-877-2300
Plumbing	410-638-3215
Storm Water Inspections	410-638-3217
Water & Sewer	410-638-3300

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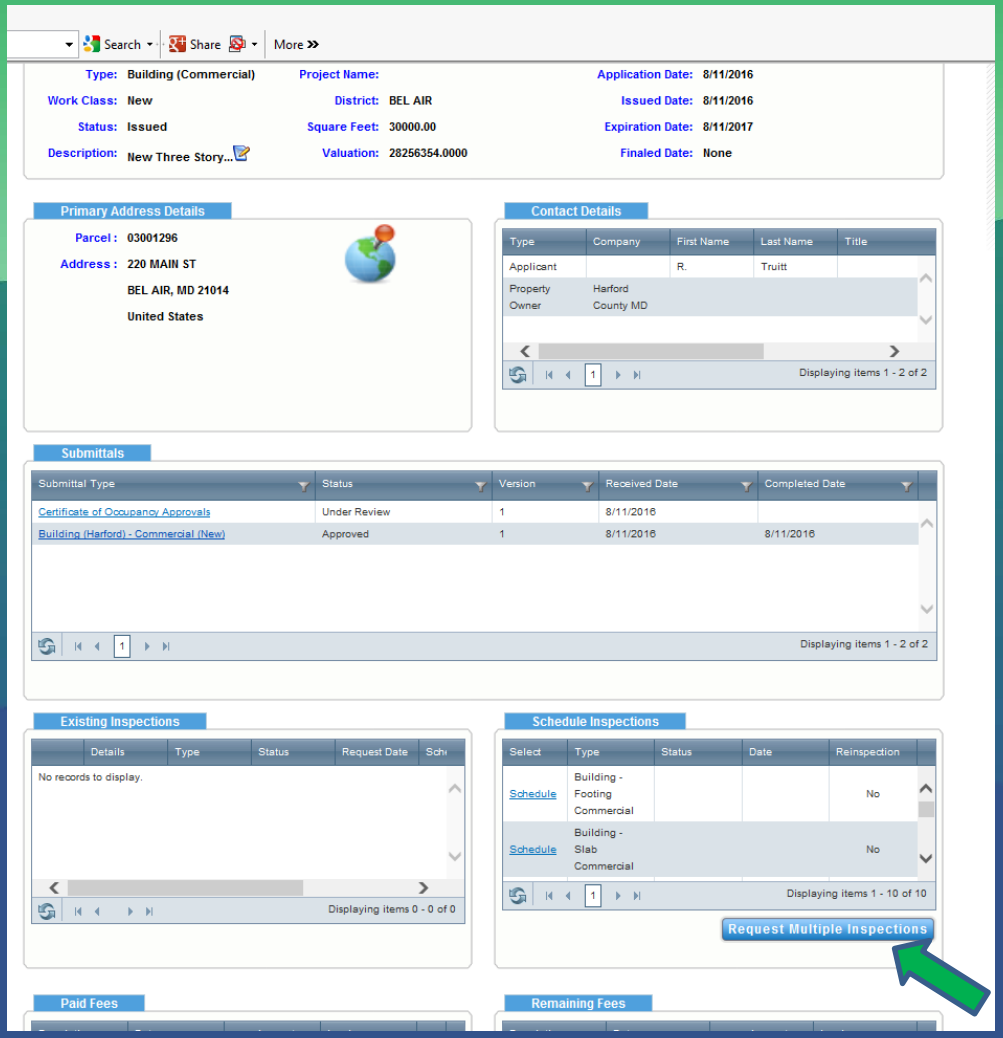
Instructions

- Multiple inspection requests of inspection types may be made on the same permit by selecting the “Request Multiple Inspections” icon at the bottom of the box.
- As an example slab and drain tile inspections can be scheduled in this manner.



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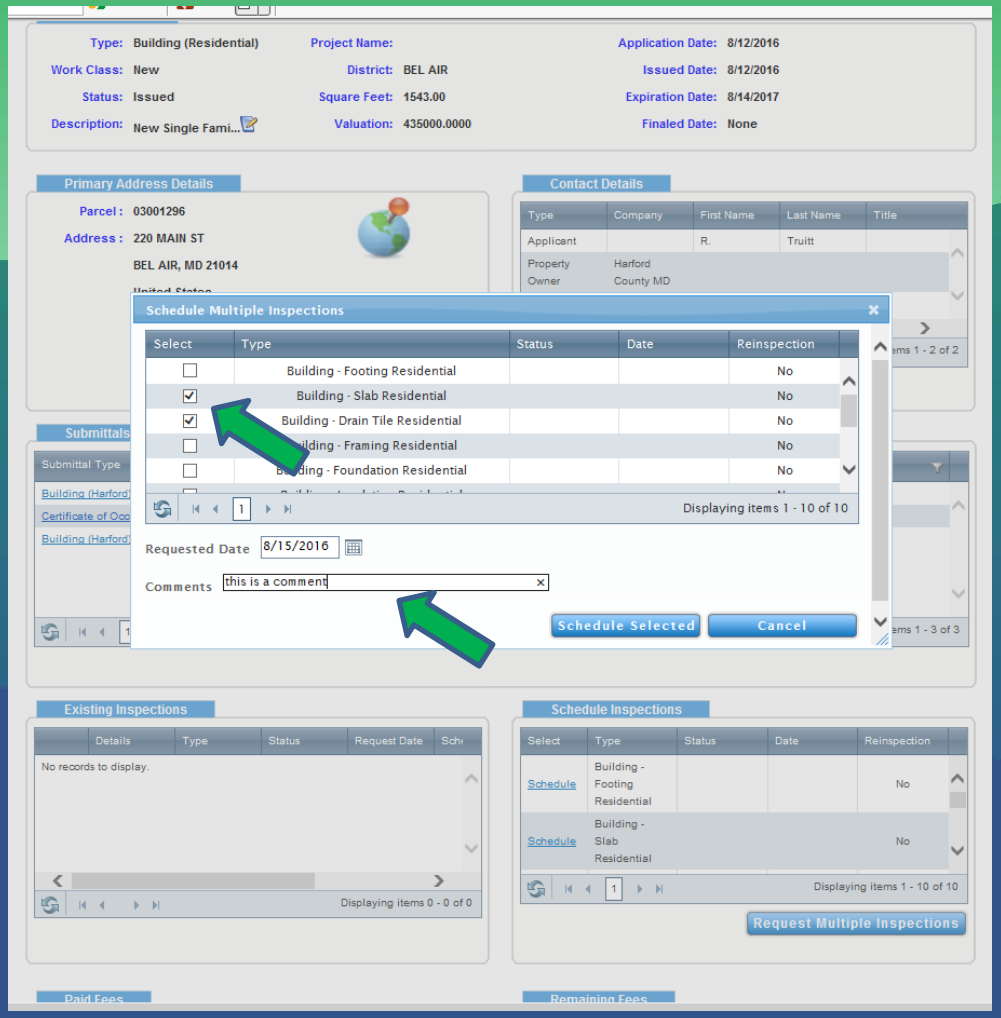
Instructions

- Select the desired inspection types, complete the requested date and any comments.
- Once complete click on the “Schedule Selected” icon to submit your request.



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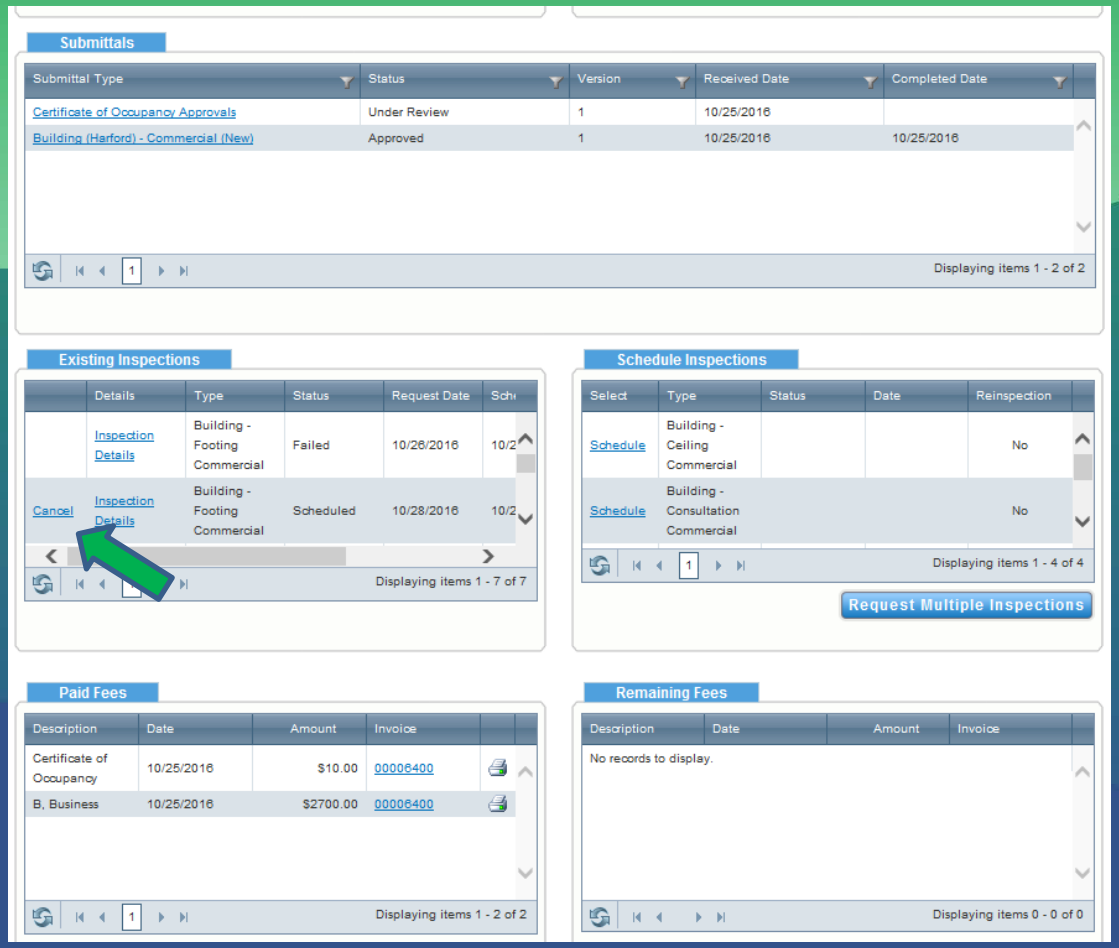
Instructions

- Canceling a Request can be done by selecting the Cancel option in the Existing Inspection Box.
- Canceling a Scheduled inspection must be done by contacting the appropriate County Agency.



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Status Explanations

DILP Inspection Status

"Passed"	-	DILP has approved the inspection.
"Final Approval"	-	DILP Division has approved Final inspection to be transferred to Certificate of Occupancy.
Temporary Co Approval"	-	DILP Division has a temporary approval of the Final inspection to be transferred to the Certificate of Occupancy.
"Scheduled"	-	Inspection has been scheduled.
"Requested"	-	Inspection has been received and is awaiting scheduling by Agency
"Partial Pass"	-	DILP Division has approved part of the inspection and must be contacted to schedule a follow up inspection.

Inspection Notes:

- If an inspection type is not an available as a selection, the inspection must be requested by contacting the applicable County Agency via phone.
- If requesting inspections over a multiple day period please add in the comment section.
- Inspections are preloaded and are again available for requesting with a pervious inspection status of Failed, Partial Pass and Temporary Approval.

Thank you for participating

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